

# JOB ALLOCATION ANALYSIS FORM FOR CLASSIFIED POSITIONS

<b>State Position Number:</b>	<b>HRM Position Number:</b>	<b>Current Title / Requested Title:</b>	<b>Incumbent:</b>	<b>Unit:</b>
<b>Section I - Preliminary Issues</b>		<i>Yes</i>	<i>No</i>	<i>Comment</i>
Do we have delegated authority for the requested allocation? For other possible allocations?				Tip: Check listing of titles not approved for delegation. If no, CS must allocate.
Does the employee qualify for the requested position? Did they submit an SF 10?				Tip: May consult CS Exam. Division
Is a test necessary and if so, does the employee have a passing score? ( <i>Check General Circular No. 001361</i> )				
Should this be allocated as a new position? " excess of 3 GS level change? " Change from nonprofessional to professional? " Change from non supervisory to supervisory?				
If the position is allocated as a new position, what additional steps will be required to promote the employee to it? " Testing? " Advertisement? " Competitive promotional certificate?				
<b>" Section II - Review of Responsibilities</b>				
Does the position meet criteria on the job specification? Does the position meet any separate allocation criteria? " Job concept? " Required supervision exercised? " Required reporting level (to whom does the position report)? " Equipment operated? " Job distinctions?				
Are the required duties fully documented on the SF-3 or supporting documents?				
Is the supervision properly documented on the SF-3?				

Is an organizational chart required?			Tip: Org chart should accurately reflect the organizational structure.
<b>Section III - Comparison with Other SF-3s/Specifications</b>	<i>Yes</i>	<i>No</i>	<i>Comment</i>
Has there been a substantial change in job duties? <i>(Pull SF3 on file.)</i>			Tip: Determine if the factors resulting in duty changes are legitimate. Legitimate factors may include: changes in technology, laws, reorg., strategic plan, or training series.
Do the duties claimed conflict with the duties claimed on other positions?			
If additional duties are claimed, where/from whom did they come?			Tip: Appointing Authority determines position duties, not employees.
If duties are being removed, where/to whom did they go?			
Are there precedent positions to support this request?			
Is the proposed allocation consistent with others within the agency?			
Are there other job titles which would better encompass these job duties?			
<b>Section IV - Completion of Required Documents</b>			
Is the SF-3 properly completed?			
Has the SF-3 been signed by the employee and supervisor?			
Is this the first or second appeal or a 5.3 appeal?			Tip: 5.3 Appeals must be completed by CS Class & Pay Division.
Is an Allocation Decision Form Needed?			
Is there a Personnel Action Form stating source of funding indicated?			
Has the appropriate Appointing Authority signed the Personnel Action Form?			Tip: All personnel actions must be approved by the Appointing Authority.
<b>Section V - Special Notes</b>			
Once the final Allocation has been determined, if the approved title differs from the requested title, review Section I items again.			

<b>Other Considerations:</b>			
<b>Comparable Position(s):</b>			

<b>Date Reviewed</b>	<b>Analyst:</b>	<b>Allocated Title:</b>	<b>Effective Date:</b>
<b>by Analyst:</b>			

*Provided by LSU Agricultural Center Human Resource Management Office 06/00 ; revised by LA Dept of Civil Service 7/00*